

File No. 5042- Energy Efficient Vending Machines and Ice Cream Machine Services at various School and City locations- - Thursday, September 3, 2009 @ 11:00 am

FORMAL BID			
FILE NO: 5042	Item/Schedule		
COMMODITY: Energy Efficient Vending Machines and Ice Cream Machine Services at various School & City locations	Term of Contract		
NAME OF BIDDER:	Options		
BIDDER'S FED. ID.	Perf Bond Yes No	Payment Bond Yes No	Insurance Yes No

TO: Cynthia H. Griffin, Purchasing Agent PH: (617)349-4310 FX: (617)349-4008
795 Massachusetts Avenue, Room 303
Cambridge, MA 02139

The undersigned submits this sealed bid to provide the commodity or services identified above, described in the specifications herein and advertised in the **CAMBRIDGE CHRONICLE** on **THURSDAY, AUGUST 20, 2009**, which is to be opened and publicly read at the Office of the Purchasing Agent, City Hall, 795 Mass. Ave., Room 303, Cambridge, MA at 11:00 a.m. on **THURSDAY, SEPTEMBER 3, 2009**. **This bid may be downloaded from the City's web site, www.CambridgeMA.gov, Online Services, Current Bid List, Formal.**

The undersigned certifies that this bid is made without collusion with any other person, firm or corporation making any other bid or who otherwise would make a bid. The undersigned agrees to furnish the commodity or services in strict accordance with the bid documents, which consist of this Formal Bid and all attachments hereto. **"The submitted bid must be without conditions, exceptions or modifications to the bid document"**.

The envelope containing the bid must be labeled: "This envelope contains a bid for **Energy Efficient Vending Machines and Ice Cream Machine Services at various School & City locations opened at 11:00 a.m. on Thursday, September 3, 2009**". **The bid and all documents submitted with it are public records.**

This bid process and the award of the contract are made in conformity with M.G.L. c. 30B, unless otherwise stated. See other side of this form for General Terms and Conditions that shall become part of any Contract awarded through this Formal Bid.

This bid includes addenda numbered: _____

SIGNATURE OF BIDDER: _____

TITLE OF SIGNATORY _____

ADDRESS OF BIDDER _____

TELEPHONE NUMBER _____ **FAX NUMBER:** _____

Please check one of the following and insert the requested information:

() Corporation, incorporated in the State of: _____

() Partnership. Names of partners: _____

() Individual: _____

NAME OF BIDDER: _____

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GENERAL TERMS AND CONDITIONS

- LAWS:** All deliveries shall conform in every respect with all applicable laws of the Federal government, Commonwealth of Massachusetts and City of Cambridge.
- EQUAL OPPORTUNITY:** The Vendor in the performance of the contract shall not discriminate on the grounds of race, color, religious creed, national origin or ancestry, age, disability, sexual orientation, marital status, family status, military status, source of income, or sex in employment practices or in the selection or retention of subcontractors, and in the procurement of materials or rental of equipment. The City may cancel, terminate or suspend the contract in whole or in part for any violation of this paragraph
- TAXES:** Purchases made by the City are exempt from the payment of Federal excise tax and the payment of Commonwealth of Massachusetts sales tax (except for gasoline) and any such taxes must not be included in the bid prices.
- QUANTITIES:** Unless otherwise stated, the quantities set forth herein are ESTIMATES ONLY. The City reserves the right to purchase the commodity(ies) specified in any amount less than the estimated amount.
- BID PRICES:** Bid prices shall include transportation and delivery charges fully prepaid to the City of Cambridge destination. Where the unit price and the total price are at variance, the unit price will prevail.
- DELIVERY AND PACKAGING:** Deliveries must be made in such quantities as called for in the purchase order and in the manufacturer's original packages. All deliveries must be **"inside" delivery with no assistance from City personnel. Tailgate deliveries will not be accepted.** Rejected material will be returned to the vendor at the vendor's expense.
- MODIFICATION OF BIDS:** Prior to bid opening, a bidder may correct, modify or withdraw its bid by making the request in writing prior to the time and date for the bid opening. All corrections and modifications must be delivered to the Purchasing Department in a sealed envelope indicating that it contains a modification or correction of the original bid submitted for the particular commodity and indicating the time and date of the bid opening.
- REJECTION OF BIDS:** The City reserves the right to reject any and all bids if it is in best interest of the City to do so.
- AWARD OF CONTRACT:** Contract(s) will be awarded within forty-five days of the bid opening unless award date is extended by consent of all parties concerned.
- INDEMNITY:** Unless otherwise provided by law, the Vendor will indemnify and hold harmless the City against any and all liability, loss, damages, costs or expenses for personal injury or damage to real or tangible personal property which the City may sustain, incur or be required to pay, arising out of or in connection with the performance of the Contract by reason of any negligent action/inaction or willful misconduct by the Contractor, its agents, servants or employees
- TERMINATION OF CONTRACT:** Except as otherwise provided in the Articles of Agreement, the City may terminate the contract upon seven days notice.
- ASSIGNABILITY:** The Vendor shall not assign, sell, subcontract or otherwise transfer any interest in this contract without the prior written consent of the City.

MATERIAL SAFETY DATA SHEETS: Pursuant to M.G.L. c. 111F, ss. 8, 9, and 10, any vendor who receives a contract resulting from this invitation agrees to submit a Material Safety Data Sheet for each toxic or hazardous substance or mixture containing such substance when deliveries are made. The vendor agrees to comply with all requirements set forth in the pertinent laws above.

NAME OF BIDDER: _____

**City of Cambridge
Purchasing Department**

To: Cynthia H. Griffin, Purchasing Agent
City Hall, Cambridge, MA 02139

The undersigned proposes to furnish and deliver **ENERGY EFFICIENT VENDING MACHINES AND ICE-CREAM MACHINE SERVICES** to various municipal and school buildings including maintenance and replenishing of said equipment, for a period of three years.

One contract will be made as a result of this Formal Bid. A contract will be awarded to the responsive & responsible bidder offering the highest fixed percentage of the gross receipts for the Snack & Soda vending machines and the Ice Cream machines (see sample of price proposal on page 10).

The Percentage of gross receipts is to remain **FIRM** for the entire contract period.

The contract will be awarded within forty-five days of the bid opening, unless award date is extended by consent of all parties concerned.

Prior to the bid opening, a bidder may correct, modify, or withdraw its bid by making the request in writing prior to the time and date for the bid opening. All corrections and modifications must be delivered to the Purchasing Department in a sealed envelope with a notation on the envelope indicating that it contains a modification or correction of the original bid submitted for the particular commodity and indicating the date and time of the bid opening.

A sample contract is attached hereto. The bidder must be willing to sign the City contract. The City will not accept a bidder's terms and conditions.

PLEASE SUBMIT YOUR BID PROPOSAL IN DUPLICATE

Questions

Questions concerning this Invitation to Bid must be submitted in writing and faxed to Cynthia H. Griffin, Fax # 617-349-4008. All questions must be submitted no later than **Thursday, September 3, 2009 by 4:00 p.m.** An addendum will be posted to the website to notify all bidders of the questions and answers.

If downloading this Invitation for Bid from the Purchasing Website please check back on the website for Addendums before submitting your bid to the City. Bidders will not be notified individually of Addendums.

Please check the bidders list on the website. If your firm is not listed on the bidders list please click on "Registry" and notify us that you have downloaded the bid document.

Bid Results

The tab sheet and the contract award information will not be mailed to the bidders individually. A tab sheet with the bid results will be posted to the website soon after the bid opening. The tab sheet will include the "contract award" information as soon as it is determined.

NAME OF BIDDER: _____

Confidentiality and Public Records Law

All bids or other materials submitted by the vendor in response to this Invitation to Bid will be open for inspection by any person and in accordance with the Massachusetts Public Records Law.

SPECIFICATIONS FOR VENDING AND ICE CREAM MACHINES

Regulations. The Contractor must comply with all applicable local, state and federal rules, regulations and laws as they pertain to food establishment (including 105CMR 590.00 Article X). All vending machines must be in good working condition.

Payment. The contractor promises, without demand, to pay to the City of Cambridge as a franchising fee for providing vending services to various Municipal Buildings, **a fixed percentage of the gross receipts**. The vending contractor shall generate a detailed report of sales by vending machine, number of products sold and price of the product sold. The report must be submitted with the commission payment and clearly state the dates covered by this report. Revenues generated from the Libraries vending and ice-cream machines needs to be submitted to the Library. Revenues generated from the School vending and ice-cream machines needs to be submitted to the School Department. All other revenues will be submitted to the Department of Public Works.

Location and Contents. The City is interested in stocking the machines with high quality, healthy snacks and ice-cream. The City is also interested, in an effort to minimize space taken up by machines, to have one machine dispensing both soda and juice. The City reserves the right to add new locations at anytime during the length of the contract.

Vending Machines will be needed at the following locations. The City expressly reserves the right to increase and decrease locations or to eliminate any of the locations listed, as deemed necessary.

The addition or deletion of machines at any location must be approved by the Purchasing Agent.

Lombardi Building, 831 Mass. Avenue, Basement:

1 ea. Cold Drink (fruit juices and soda)

1 ea. Snack Machine (healthy snacks, cookies, crackers, chips, gum, and mints)

Cambridge, City Hall, 795 Mass. Avenue, Basement:

1 ea. Cold Drink (fruit juices and soda)

1 ea. Snack Machine (healthy snacks, cookies, crackers, chips, gum, and mints)

Public Works Dept., Frazier Administration Building, 147 Hampshire St.:

1 ea Cold Drink (fruit juices, seltzer and soda)

Public Works Dept. Ryan Recreation Room, 147 Hampshire Street:

1 ea. Snack Machine (healthy snacks, cookies, crackers, chips, gum, and mints)

1 ea Cold drink

Fresh Pond Golf Course- 695 Huron Ave

4 ea Cold Drink (, fruit juices, and soda)

1 ea Snack Machine (healthy snacks, cookies, crackers, chips, gum and mints)

Water Department, 250 Fresh Pond Parkway,

1 ea. Cold Drink (fruit juices and soda)

1 ea. Snack Machine (healthy snacks, cookies, crackers, chips, gum, and mints)

Library, 449 Broadway

2ea Cold Drink (fruit juice and soda)

2 ea Snack Machine (healthy snacks, cookies, crackers, chips, gum, and mints)

School Locations

Haggerty School, 110 Cushing Street, Cambridge MA. 02138

1 ea Cold Drink for teachers (fruit juices and soda)

1 ea. Snack Machine for teachers (healthy snacks, cookies, crackers, chips, gum, and mints)

Amigos School, 100 Putnam Avenue, Cambridge MA. 02138

1 ea Cold Drink for teachers (fruit juices and soda)

King School, 100 Putnam Avenue, Cambridge MA. 02139

2 ea Cold Drink for teachers (fruit juices and soda)

King Open School, 850 Cambridge Street, Cambridge MA. 02141

2 Cold Drink for teachers (fruit juices and soda)

Morse School, 40 Granite Street, Cambridge MA. 02139

1 ea Cold Drink for teachers (fruit juices and soda)

Peabody School, 70 Rindge Avenue, Cambridge MA. 02140

1 ea Cold Drink for teachers (fruit juices and soda)

1 ea Juice for 2nd floor teachers room

51 Inman Street

1 combo

344 Broadway

1 combo

NAME OF BIDDER: _____

ICE-CREAM MACHINES

It is preferred that the successful bidder offers different size ice-cream machines for the department to select the ice-cream machine that will fit in their prospective area.

City Hall –795 Massachusetts Ave., - Basement-

Fresh Pond Golf Course- 695 Huron Ave

Water Department, 250 Fresh Pond Parkway.

ENERGY STAR Requirements:

In accordance with the City's GreenSense program to reduce energy consumption in municipal buildings, contractor must install machines that reduce City's electricity costs related to operating the machines. Efficient machines can reduce electricity consumption by 30-50%.

1. Contractor's vending machines shall meet **one of the following** two energy efficiency criteria:
 - A. Contractor shall provide new or rebuilt machines that have earned the ENERGY STAR or meet ENERGY STAR specifications, when applicable. Contractor shall set machine controls to turn off lights at night unless otherwise instructed by the managing department.

The US Environmental Protection Administration's ENERGY STAR program has developed a list of vending machines that are highly energy efficient. Machines that have earned the ENERGY STAR rating contain high efficiency components such as compressors, fan motors and lighting system. Each qualified machine also has internal software that puts the machine in low-energy lighting and refrigeration modes during times of inactivity.

A list of product specifications and new and rebuilt qualified machines from the ENERGY STAR website as of 7/1/09 is attached. Bidders should review the website for any updates prior to bid opening date.

http://www.energystar.gov/index.cfm?c=vending_machines.pr_vending_machines

OR

- B. Contractor shall equip machines with after-market Vending Misers or approved equal for refrigerated machines or Snack Misers or approved equal for non-refrigerated machines. Vending and Snack Misers are plug-in devices that manage the power consumption based on occupancy in vicinity of machine and/or ambient temperature.
2. Machines dispensing dairy products are exempt from these criteria.
- 3, Contractor shall instruct its employees to not remove or tamper with the operation of the energy efficiency components or equipment in or on machines.

NAME OF BIDDER: _____

Contractor Responsibilities

1. The contractor shall operate the vending machine service in an efficient, business like manner, offering for sale such foods, confections, beverages, and miscellaneous items for which there is a reasonable demand. All products offered for sale shall be subject to approval by the City.
2. The contractor shall maintain food on the premises to provide sufficient quantities for 48 hours of operation at the site. The contractor shall agree to stock the machines with food and drink of quality and character that shall at all times meet with the approval of the City. No signs or advertisements are to be erected on the premises without the prior consent of the Superintendent of Buildings.
3. All merchandise kept or sold shall be subject to inspection and approval or rejection by the City during all times that the vending service is in operation. Rejected merchandise shall be removed from the vending machines and shall not be returned for sale.
4. The Contractor shall keep the areas under its jurisdiction clean and sanitary. Machines shall be serviced/filled upon request; this level of service may require more than once a week service. Contractor must respond to a call for replenishing machines no more than 24 hours after receiving such a call from the City.
5. The Contractor shall affix to each machine a tamper-proof label with name and contact information for users to call in case of malfunction.
6. The Contractor shall accept full responsibility for the installation and efficient operation of all equipment used. The contractor must have trained competent, service personnel available within twenty-four hours notice to make repairs as needed. Contractor's employees shall, at all times, be polite and courteous in their dealing with patrons of the vending machines. Bidders must detail a guaranteed repair response time during all operating hours, including weekends and holidays.
7. The Contractor is engaged as an independent contractor and will be responsible for any federal, state and local taxes and fees applicable to payments hereunder. The City is exempt from federal excise taxes. Exemption certificates will be signed when necessary, following the award of the contract.
8. The Contractor shall agree that any breach of contract duties or failure to perform contract duties, as set forth herein shall entitle the City of Cambridge to recover from the contractor all lost profits, or, when lost profits cannot be determined with certainty, the City shall be entitled to recover an amount equal to twenty-five percent 25% of the gross receipts by all vending machines in the facility for the period affected by the contractor's breach or failure to perform. For the purpose of calculating the amount, gross receipts shall be computed by multiplying the highest gross sales for any month of the contract by the number of months the contract is affected by the contractor's breach or failure to perform. The City's recovery shall be equal to twenty-five percent 25% of that amount.
9. The contractor shall provide a means, acceptable to the City for patrons to receive refunds for faulty machines and for any product that is not up to standard. Be advised that the City will not hold any funds in a "purse/kitty" for refunds.
10. The City will pay existing services of electricity and water supplied to the vending areas. The vendor shall pay any other utilities (telephone, etc), but without liability on the City's part arising from temporary interruption thereof on account of breakdown, power failure or

like causes. Successful bidder agrees, in the use of such utilities, that they will exercise the same degree of care and economy as would be exercised if they were paying for such utilities.

11. Except for utilities, the contractor shall be responsible for all bills for materials, supplies, equipment taxes, etc., to or at such designated premises.
12. The contractor shall be responsible for any or all damage to site resulting from its operation, and shall be promptly repaired by the contractor at its own expense.
13. Any person in the employ of the vendor found to be objectionable to the City shall be subject to dismissal.

PRICING

The price on products in the vending machines shall remain unchanged. A Contractor may petition the City through the Purchasing Agent for a price change due to **EXTREME** market fluctuations.

The City requires thirty days written notification and justification in the form of price increase notification from the manufacturer. Under no circumstances will pricing be increased without 30 days written notification and justification as detailed above.

INSURANCE

The Contractor agrees to indemnify and defend the City and hold harmless from loss, liability, damage, claims, demand and costs and expenses including, but not limited to, court costs, actual expenses and reasonable in-house and outside attorney fees, of any person or persons arising out of, or based upon, personal injury, death or property damage resulting directly from any act of negligence on the part of the contractor, its agents, employees, contractors and licensees in connection with this contract. The City reserves the right to select outside counsel, subject to the approval of the contractor and not to be reasonably withheld, to defend any such actions.

The Contractor must provide an insurance certificate with its contract, evidencing \$250,000.00 Comprehensive General Liability Coverage. The City of Cambridge must be listed as an **ADDITIONAL INSURED** and as a certificate holder on each of the policies obtained pursuant to this contract. The certificate must be submitted with the signed copies of the contract. The Contractor is required to provide evidence of appropriate worker's compensation for its employees.

QUALITY REQUIREMENTS

A "No" response or a failure to respond to any of the following Quality Requirements will result in a rejection of your bid. Circle Yes or No for each of the following requirements. (1-7).

1. Bidder has four or more years of experience in the operation of food vending machines.

Yes or No

2. Bidder has completed three food service concession contracts. A successful contract is defined as one that met the expectations of the client.

Yes or No

3. It is true that the bidder **HAS NOT** been denied a permit to operate a food service establishment or has not had a permit to operate food service establishment revoked within the last ten years.

Yes or No

4. The bidder will install machines that meet the one of the two energy efficiency criteria described in the specifications.

Yes or No

5. The bidder agrees to accommodate the delivery schedule requested by the Department Head for delivery of vending or ice-cream machines. The bidder will not deliver a machine without prior authorization by the Purchasing Agent.

Yes or NO

6. It is true the bidder is currently not in bankruptcy, Circle Yes if you are not currently in bankruptcy.

Yes or No

7. Bidder can provide, upon request, proof of financial solvency.

Yes or No

BID SUBMISSION REQUIREMENTS-Failure to provide any of the requested documents with your bid may result in the determination that the bidder is non-responsive unless the City deems such failure to be a minor informality. (1-3)

1. A list of all entities with whom the bidder has had vending contracts over the last five years including name of company, contact person, telephone number and scope, duration and amount of the contract. The City will contact references to determine whether the bidder is responsible. In addition, the City reserves the right to use itself as a reference. Please note: References will be contacted to determine if the bidder is responsive and responsible. References will be asked about their overall impressions of the bidder, quality, or work performed, and understanding of the factors affecting the operation of a vending machine concession.
2. Descriptive literature for vending machines supplies, sample list of vending items and prices that the contractor proposes to implement for the Various Municipal buildings vending machines.

NAME OF BIDDER: _____

File No. 5042- Energy Efficient Vending Machines and Ice Cream Machine Services at various School and City locations- - Thursday, September 3, 2009 @ 11:00 am

3. Bidder must provide documentation that each machine meets energy efficiency criteria including manufacturer, brand and model number of each machine along with documentation that machines meet ENERGY STAR specifications, or manufacturer, brand and model number of after-market power reduction equipment when applicable.

SAMPLE OF PRICE PROPOSAL

The following Sample of the Price Proposal is provided to show bidders how to fill out the Price Proposal. The percentage of gross receipts referenced in the Sample Price Proposal is given as an example only.

The City will not be responsible for any charges including delivery charges.

The contractor agrees to supply Snack & Soda **VENDING MACHINE SERVICES** at various Municipal and School Buildings as required, in accordance with the attached specifications, at 20 % of the gross receipts. The percentage will remain firm for a period of three years.

The contractor agrees to supply **ICE-CREAM MACHINE SERVICES** at various Municipal and School buildings as required, in accordance with the attached specifications at 20% % of the gross receipts. The percentage will remain firm for a period of three years.

20 % Snack & Soda Vending Machines + 20 % Ice Cream Machines=40% ÷ 2 =

20% Total percentage of the Gross Receipts.

The total percentage will remain firm for a period of three years.

See next page for actual price proposal.

PRICE PROPOSAL

In order to be considered bidders must submit a percentage of Gross Receipts for the Snack & Soda Vending Machines and the Ice Cream machines.

The City will not be responsible for any charges including delivery charges.

The contractor agrees to supply Snack & Soda **VENDING MACHINE SERVICES** at various Municipal and School Buildings as required, in accordance with the attached specifications, at _____% of the gross receipts. The percentage will remain firm for a period of three years.

The contractor agrees to supply **ICE-CREAM MACHINE SERVICES** at various Municipal and School buildings as required, in accordance with the attached specifications at _____% of the gross receipts. The percentage will remain firm for a period of three years.

_____ % Snack & Soda Vending Machines + _____ % Ice Cream Machines = _____ % ÷ 2 = _____ % **Total percentage of the Gross Receipts.**

The total percentage will remain firm for a period of three years.

Signature of Bidder: _____

APPENDIX A

EPA ENERGY STAR Specifications for Vending Machines

The Vendor Must:

Provide vending machines that earn the ENERGY STAR and meet the ENERGY STAR specifications for energy efficiency as outlined below. The vendor is encouraged to visit energystar.gov for complete product specifications and an updated list of qualifying products.

http://www.energystar.gov/index.cfm?c=vending_machines.pr_vending_machines

Energy Consumption	
Current Criteria—Effective April 1, 2004	New Criteria—Effective January 1, 2007
$Y = 0.55 [8.66 + (0.009 \times C)]$	$Y = 0.45 [8.66 + (0.009 \times C)]$

Y = 24 hr energy consumption (kWh/day) after the machine has stabilized

C = vendible capacity

Low Power Mode: In addition to meeting the 24-hour energy consumption requirements listed above, qualifying models shall come equipped with hard wired controls and/or software capable of automatically placing the machine into a low power mode during periods of extended inactivity while still connected to its power source to facilitate the saving of additional energy, where appropriate. The machine shall be capable of operating in each of the low power mode states described below:

1. Lighting low power state – lights off for an extended period of time.
2. Refrigeration low power state – the average beverage temperature is allowed to rise above 40°F for an extended period of time.
3. Whole machine low power state – the lights are off and the refrigeration operates in its low power state.

In addition, the machine shall be capable of automatically returning itself back to its normal operating conditions at the conclusion of the inactivity period. The low power mode-related controls/software shall be capable of on-site adjustments by the vending operator or machine owner.

Note: EPA's goal in including these low power mode requirements is to ensure that existing machine software capabilities are available and may be used to their fullest potential based on the individual requirements of the host site. However, machines that are vending temperature sensitive product, such as milk, must not have the refrigeration low power state enabled on site by the vending operator or machine owner due to the risk of product spoilage.

Or the Vendor must

Contractor shall equip machines with after-market Vending Misers or approved equal for refrigerated machines or Snack Misers or approved equal for non-refrigerated machines. Vending and Snack Misers are plug-in devices that manage the power consumption based on occupancy in vicinity of machine and/or ambient temperature.

**Americans with Disabilities Act (42 U.S.C. 12131)
Section 504 of the Rehabilitation Act of 1973
Tax Compliance/Anti-Collusion Statement**

The Americans with Disabilities Act (the "Act") applies to all employers of fifteen or more employees. All vendors that are subject to the Act must comply with its provisions. In further compliance with the Act, all Contractors who enter into contracts with the City are prohibited from discrimination against the City's employees, regardless of the size of the Contractor.

The Act protects against discrimination on the basis of "disability", which is defined as a physical or mental impairment that substantially limits at least one "major life activity"; discrimination against a person having a history or record of such impairment; and discrimination against an individual regarded - even if inaccurately - as having such an impairment. The Act also expressly prohibits discrimination that is based on an individual's relationship or association with a disabled person.

The bidder shall not discriminate against any qualified employee or job applicant with a disability and will make the activities, programs and services covered by any contract awarded through this procurement readily accessible to and usable by individuals with disabilities. To be qualified for a job, or to avail oneself of the bidder's services, the individual with the disability must meet the essential eligibility requirements for receipt of the bidder's services or participation in the bidder's programs or activities with or without: 1) reasonable modifications to the bidder's rules, policies and practices; 2) removal of architectural, communication, or transportation barriers; or, 3) provisions of auxiliary aids and services.

By submitting its bid, the bidder certifies to the City of Cambridge that it understands and will comply with all applicable provisions of the Act, including compliance with applicable provisions of Section 504 of the Rehabilitation Act of 1973, if the bidder is receiving federal funds.

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals

As required by M.G.L. c. 62C, §49A, the undersigned certifies under the penalties of perjury that the bidder has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Date: _____

(Print Name of person signing bid)

(Signature & Title)

Address

City

State

Zip Code

NAME OF BIDDER: _____

CORI COMPLIANCE FORM

Persons and businesses supplying goods and/or services to the City of Cambridge ("Vendors"), who are required by law to perform CORI checks, are further required by Section 2.112.060 of the Cambridge Municipal Code to employ fair policies, practices and standards relating to the screening and identification of persons with criminal backgrounds through the CORI system. Such Vendors, when entering into contracts with the City of Cambridge, must affirm that their policies, practices and standards regarding CORI information are consistent with the policies, practices and standards employed by the City of Cambridge as set forth in the City of Cambridge CORI Policy ("CORI Policy") attached hereto.

CERTIFICATION

The undersigned certifies under penalties of perjury that the Vendor employs CORI related policies, practices and standards that are consistent with the provisions of the attached CORI Policy. **All Vendors must check one of the three lines below.**

1. _____ CORI checks are not performed on any Applicants.
2. _____ CORI checks are performed on some or all Applicants. The Vendor, by affixing a signature below, affirms under penalties of perjury that its CORI policies, practices and standards are consistent with the policies, practices and standards set forth in the attached CORI Policy.
3. _____ CORI checks are performed on some or all Applicants. The Vendor's CORI policies, practices and standards are not consistent with the attached CORI Policy. Please explain on a separate sheet of paper.

(Typed or printed name of person
signing quotation, bid or Proposal)

Signature

(Name of Business)

NOTE:

The City Manager, in his sole discretion may grant a waiver to any Vendor on a contract by contract basis.

Instructions for Completing CORI Compliance Form:

A Vendor should not check Line 1 unless it performs NO CORI checks on ANY applicant. A Vendor who checks Line 2 certifies that the Vendor's CORI policy conforms to the policies, practices and standards set forth in the City's CORI Policy. A Vendor with a CORI policy that does NOT conform to the City's CORI Policy must check Line 3 and explain the reasons for its nonconformance in writing. Vendors, who check Line 3, will not be permitted to enter into contracts with the City, absent a waiver by the City Manager.

This form must be submitted with your bid

NAME OF BIDDER: _____

City of Cambridge CORI Policy

1. Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment or volunteer work, the following practices and procedures will generally be followed.
2. CORI checks will only be conducted as authorized by Criminal History Systems Board (CHSB). All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.
3. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by the CHSB.
4. Prior to initiating a CORI check, the City will review the qualifications of the applicant to determine if the applicant is otherwise qualified for the relevant position. The City will not conduct a CORI check on an applicant that is not otherwise qualified for the relevant position.
5. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determination of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
6. If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
7. If, in receiving a CORI report, the City receives information it is not authorized to receive (e.g. cases with dispositions such as not guilty or dismissal, in circumstances where the City is only authorized to receive convictions or case-pending information), the City will inform the applicant and provide the applicant with a copy of the report and a copy of CHSB's *Information Concerning the Process in Correcting a Criminal Record* so that the applicant may pursue correction with the CHSB.
8. If the City of Cambridge is planning to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the City's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position and given an opportunity to dispute the accuracy and relevance of the CORI record.
9. Applicants challenging the accuracy of the criminal record shall be provided a copy of CHSB's *Information Concerning the Process in Correcting a Criminal Record*. If the CORI record provided does not exactly match the identification information provided by the applicant, the City of Cambridge will make a determination based on a comparison of the CORI record and documents provided by the applicant. The City of Cambridge may contact CHSB and request a detailed search consistent with CHSB policy.
10. If the City of Cambridge reasonably believes the record belongs to the applicant and is accurate, then the determination of suitability for the position will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:
 - (a) Relevance of the crime to the position sought;
 - (b) The nature of the work to be performed;

File No. 5042- Energy Efficient Vending Machines and Ice Cream Machine Services at various School and City locations- - Thursday, September 3, 2009 @ 11:00 am

- (c) Time since the conviction;
 - (d) Age of the candidate at the time of offense;
 - (e) Seriousness and specific circumstances of the offense;
 - (f) The number of offenses;
 - (g) Whether the applicant has pending charges;
 - (h) Any relevant evidence of rehabilitation or lack thereof;
 - (i) Any other relevant information, including information submitted by the candidate or requested by the City.
11. The Personnel Department will assist affected departments, in assessing the suitability of candidates in accordance with paragraph 10 a through i above, to ensure consistency, fairness, and protection of employment opportunities and the public interest.
12. The City of Cambridge will notify the applicant of the decision and the basis of the decision in a timely manner.
13. CORI information shall not be disseminated or shared with any unauthorized employees or other, but shall be maintained in confidence consistent with the obligations of law.

Revised May 5, 2007

ORDINANCE NUMBER 1312

Final Publication Number 3155. First Publication in the Chronicle on December 13, 2007.

City of Cambridge

In the Year Two Thousand and Eight

AN ORDINANCE

In amendment to the Ordinance entitled “Municipal Code of the City of Cambridge”

Be it ordained that Cambridge Municipal Code Chapter 2.112 is hereby amended by adding a new Section 2.112.060 entitled “CORI Screening by Vendors of the City of Cambridge” as follows:

Adding after Section 2.112.050 the following new sections:

SECTION 2.112.060

CORI SCREENING BY VENDORS OF THE CITY OF CAMBRIDGE

Sections:

2.112.061 Purpose

2.112.062 Definitions

2.112.063 CORI-Related Standards of the City of Cambridge

2.112.064 Waiver

2.112.065 Applicability

2.112.061 Purpose

These sections are intended to ensure that the persons and businesses supplying goods and/or services to the City of Cambridge deploy fair policies relating to the screening and identification of persons with criminal backgrounds through the CORI system.

2.112.062 Definitions

Unless specifically indicated otherwise, these definitions shall apply and control.

Awarding Authority means the City of Cambridge Purchasing Agent or designee.

Vendor means any vendor, contractor, or supplier of goods and/or services to the City of Cambridge.

2.112.063 CORI-Related Standards of the City of Cambridge

The City of Cambridge employs CORI-related policies, practices and standards that are fair to all persons involved and seeks to do business with vendors that have substantially similar

policies, practices and standards. The City of Cambridge will do business only with vendors who, when required by law to perform CORI checks, employ CORI-related policies, practices, and standards that are consistent with policies, practices and standards employed by the City of Cambridge. The awarding authority shall consider any vendor's deviation from policies, practices and standards employed by the City of Cambridge as grounds for rejection, rescission, revocation, or any other termination of the contract.

2.112.064 Waiver

The City Manager may grant a waiver to anyone who or which has submitted a request for waiver if it is objectively reasonable; and the City Manager, or a delegate, shall report promptly in writing to the City Council all action taken with respect to every request for a waiver and the reasons for the decision.

2.112.065 Applicability

If any provision of these sections imposes greater restrictions or obligations than those imposed by any other general law, special law, regulation, rule, ordinance, order, or policy then the provisions of these sections shall control.

In City Council January 28, 2008.

Passed to be ordained by a ye and nay vote:-

Yeas 9; Nays 0; Absent 0.

Attest:- D. Margaret Drury, City Clerk.

A true copy;

ATTEST:-

D. Margaret Drury
City Clerk

City Of Cambridge
Articles of Agreement

Commodity:
File Number:

This agreement is made and entered into this _____, by and between the **City Of Cambridge** ("the CITY"), a municipal corporation organized and existing under the laws of the Commonwealth of Massachusetts, and _____, existing under the laws of the State of _____ ("the Contractor").

Address:
Telephone, Fax, E-mail:

Article I. Definition. "This Contract" as used herein shall mean these Articles of Agreement and "the bid documents," which include, but are not limited to, the instructions to bidders, the Contractor's bid or proposal, the specifications, the general conditions, the requirements, the applicable addenda, and all documents and forms submitted with the Contractor's bid or proposal that were accepted by the City.

Article II. Duration. The Contractor shall commence the performance of this contract for the period beginning on _____ and ending on _____.

Article III. Terms. The Contractor agrees to provide the services all in accordance with the bid documents of (bid opening date) or (proposal if appropriate).

Contract Value:

Article IV. Payment. The City agrees to pay to Contractor the sum set forth in the Contractor's bid or proposal. **Contractor shall invoice department to which it provided the service, not the Purchasing Department.**

Article V. Termination. The following shall constitute events of default under this Contract requiring immediate termination: a) any material misrepresentation made by the Contractor, b) any failure by the Contractor to perform any of its obligations under this Contract including, but not limited to, the following: (i) failure to commence performance of this Contract at the time specified in this Contract due to a reason or circumstance within the Contractor's reasonable control, (ii) failure to perform this Contract with sufficient personnel and equipment or with sufficient material to ensure the completion of this Contract within the specified time due to a reason or circumstance within the Contractor's reasonable control, (iii) failure to perform this Contract in a manner reasonably satisfactory to the City, (iv) failure to promptly re-perform within reasonable time the services that were rejected by the City as erroneous or unsatisfactory, (v) discontinuance of the services for reasons not beyond the Contractor's reasonable control, (vi) failure to comply with a material term of this Contract, including, but not limited to, the provision of insurance and nondiscrimination, and (vii) any other acts specifically and expressly stated in this Contract as constituting a basis for termination of this Contract.

Except as otherwise provided in the Articles of Agreement, the City may terminate the contract upon seven days notice.

Article VI. Damages. From any sums due to the Contractor for services, the City may keep for its own the whole or any part of the amount for expenses, losses and damages as directed by the Purchasing Agent, incurred by the City as a consequence of procuring services as a result of any failure, omission or mistake of the Contractor in providing services as provided in this Contract.

NAME OF BIDDER: _____

Article VII. Conflict. In the event there is a conflict between these Articles and the bid documents, the bid documents shall supersede these articles.

Article VIII. Governing laws and ordinances. This Contract is made subject to all the laws of the Commonwealth and the Ordinances of the City and if any such clause thereof does not conform to such laws or ordinances, such clause shall be void (the remainder of the Contract shall not be affected) and the laws or ordinances shall be operative in lieu thereof.

Article IX. Performance Security. Upon execution of this Contract by the Contractor, the Contractor shall furnish to the City security for the faithful performance of this Contract in the amount of 0% of the value of the bid in the form of a performance bond issued by a surety satisfactory to the city or in the form of a certified check.

Article X. Equal Opportunity. the Contractor in the performance of all work under this contract will not discriminate on the grounds of race, color, sex, age, religious creed, disability, national origin or ancestry, sexual orientation, marital status, family status, military status, or source of income in the employment practices or in the selection or retention of subcontractors, and in the procurement of materials and rental of equipment. The city may cancel, terminate or suspend the contract in whole or in part for any violation of this article.

Article XI. Assignability. the Contractor shall not assign, sell, subcontract or transfer any interest in this contract without prior written consent of the city.

In witness whereof the parties have hereto and to three other identical instruments set their hands the day and year first above written.

Approved as to Form:

The Contractor:

Donald A Drisdell
City Solicitor

Signature and Title

Robert W. Healy
City Manager

Cynthia H. Griffin
Purchasing Agent

NAME OF BIDDER: _____